



USAID
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EL SALVADOR

SOLICITATION NUMBER: 72051924R10005

ISSUANCE DATE: November 20, 2023

**CLOSING DATE/TIME: December 11, 2023 /11:59 PM
El Salvador time**

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC – Local Compensation Plan)

TITLE: Development Assistance Specialist (Monitoring, Evaluation and Learning)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Sara Mohy
Suliman

Digitally signed by
Sara Mohy Suliman
Date: 2023.11.16
12:52:13 -06'00'

**Sara Suliman
Contracting Officer**

U.S. Agency for International Development
Mission to El Salvador
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I. GENERAL INFORMATION

1. SOLICITATION NO.: 72051924R10005

2. ISSUANCE DATE: November 20, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: December 11, 2023 / 11:59 PM El Salvador time

4. POINT OF CONTACT: Executive Office / USAID, El Salvador; e-mail at ssvacancies@usaid.gov

5. POSITION TITLE: Development Assistance Specialist (Monitoring, Evaluation and Learning)

6. MARKET VALUE: \$45,073.00 - \$72,124.00 equivalent to **FSN-11**.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.

8. PLACE OF PERFORMANCE: USAID/El Salvador with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: This position is open to **All Interested Offerors**. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

1. Current employees serving a probationary period are not eligible to apply.
2. Current employees with unsatisfactory performance are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.

10. SECURITY LEVEL REQUIRED: Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**a) General Statement of Purpose of the Contract**

The Development Assistance Specialist (Monitoring, Evaluation and Learning) serves as the senior Monitoring, Evaluation and Learning (MEL) analyst in the Regional Program Office (RPO) and works under the general supervision of the USDH Team Leader. The incumbent is the principal advisor to the RPO Director, Deputy Director and USAID Mission leadership, including the Front Office, on data collection and analysis, evaluation and learning, and performance and

results planning and reporting, including policy, strategy development, project, and activity design. In this role, the Job Holder provides expert guidance, advice, and high-level technical support for overall MEL operations for two Operating Units, the USAID/El Salvador bilateral Mission and the Central America and Mexico (CAM) regional Platform (collectively, USAID/ES-CAM) and is also responsible for related management and reporting for the Central America Regional Security Initiative. Therefore, this position will have dual work responsibilities that mirror those of an M&E Specialist in a regional Mission, as well as those of a large bilateral Mission.

Major duties include ensuring compliance within both Operating Units with all Agency, USG, and local monitoring, evaluation and data policies, laws, and regulations. The incumbent also serves as the Mission's performance management and systems specialist and Geographic Information Systems (GIS) specialist and leads the coordination and submission of all performance related reporting. The incumbent leads all regional MEL, data collection, and analysis efforts related to the Mission's CDCS, RDCS, the USG Root Causes Strategy, the Collaborative Migration Management Strategy, and all other regional strategy or initiative requiring results measurement and capture. The incumbent also serves as the regional Development Information Systems (DIS) Coordinator and works with bilateral Missions in the region to ensure they have proper training, understanding and compliance in the utilization and maintenance of the new Agency performance management system.

b) Statement of Duties to be Performed

The Specialist provides targeted monitoring and evaluation policy, and data collection and analysis advisory services to 150+ staff at USAID/ES-CAM, and MEL and other staff in the region; and to 100+ U.S. and Salvadoran private sector partners, civil society organizations and government officials. The job holder provides leadership to USAID staff and senior management to promote adaptive organizational learning and evaluation practices; leadership to USAID staff on appropriate monitoring and data utilization practices; and guidance and support for the creation of technically sound projects and activities with measurable performance and results at USAID/ES-CAM. The Specialist also provides technical direction as COR of the Mission's Country Development Cooperation Strategy (CDCS) Perception and Survey, Activity Manager for one or more M&E task/work orders.

a. Provide Technical Leadership on Monitoring and Evaluation Practices 50%

The incumbent's role at the Mission, and in the region, is to provide technical leadership on MEL issues, policies, and practices and procedures that will ultimately provide the bilateral and regional Missions with timely, accurate, and useful data in the adaptive management of its programs. As one of the most technically skilled positions in the Mission, the incumbent maintains an extensive and detailed technical body of knowledge of the latest M&E techniques, applications, and methodologies for use by Mission staff and partners.

The Job Holder guides the Mission's design, implementation, and evaluation efforts through advising RPO staff, technical teams, and implementing partners (IPs) on a wide range of issues pertaining to M&E, including:

1. The incumbent is responsible for supporting the Mission in project and activity design to ensure that MEL principles are incorporated into designs from the beginning of the design process. The Job Holder provides advice and guidance to technical offices on a wide range of project and activity design issues related to MEL, applying USAID policies and procedures for the proper design and implementation of Mission activities.
2. The incumbent ensures proper measurement of progress, data collection and utilization, statistical analyses and methodologies, and alignment with high priority USG and local government strategies and policies. Responsibilities include but are not limited to: Maintaining an extensive and detailed technical body of knowledge of the latest project and activity design techniques, applications, and methodologies for use by Mission staff, including the latest in MEL policy and procedures from USAID. Assisting in the preparation of concept papers, statements of work (or program descriptions), decision and project/activity approval memorandums, and memoranda of understanding, with a focus on MEL for these documents. Leading project/activity design teams through the required economic, political, and social analyses essential for accurate identification of development needs and opportunities. The incumbent is responsible for utilizing data and evidence from monitoring, evaluations, and other analyses and data sources to make decisions on activity design and modifications. The Specialist also participates in dialogue with government representatives, and other host country counterparts and other interested parties, as well as other donors, intended to identify and assess MEL needs and opportunities.
3. Designs and implements a monitoring and evaluation plan that enables the Mission to learn and adapt as necessary. Develops and ensures implementation of a comprehensive Mission Evaluation Plan based on a thorough review of evaluation needs and priorities with each technical office and in compliance with USAID's Evaluation Policy and relevant guidelines. Lead the Mission in planning for evaluations, developing scopes of work for evaluations, reviewing, and ultimately utilizing evaluations once they are submitted to bolster evidence-based decision-making. The incumbent manages all impact evaluations for both Operating Units.
4. Incorporates M&E into all appropriate Mission policy documents, including but not limited to the Mission Order(s) on Monitoring, Evaluation and Learning (MEL).
5. Provides and/or facilitates training to Mission staff on monitoring, evaluation, and learning methodologies; as well as cultivating and harnessing best practices and lessons learned in these and related areas. The incumbent ensures that all technical

and relevant support teams possess adequate expertise in the areas of performance measurement and evaluation. The Job Holder also serves as a MEL leader and coordinator in the region and ensure relevant training and knowledge sharing occurs consistently among USAID/ES-CAM, and the Missions on the region.

6. Liaises and collaborates with Washington MEL experts, in the Bureau of Policy, Planning & Learning's (PPL's) Office of Learning, Evaluation and Research (LER), the LAC Bureau, and other Missions in the region. The incumbent interprets evolving program monitoring, evaluation and learning policies and applies them to USAID programs.
7. Serves as the main Point of Contact (POC) with host country governments on MEL matters. This includes aligning bilateral and regional performance and monitoring plan, and evaluations with local, national, and regional governmental bodies' development plans.
8. Collaborates with technical offices to review, analyze, and obtain funding for all Mission evaluations conducted by the bilateral and regional OUs and help manage the Mission's M&E budget of approximately \$12 million a year.
9. Leads the Mission's MEL and Data Working Group (eight to 10 people) to coordinate and collaborate on MEL issues and tasks internally. Leading the regional MEL and Data Working Group (at least 15 people) to coordinate and collaborate regionally. Leading these groups will involve giving direction and making decisions regarding workloads and processes within a large and diverse group, requiring negotiation and team building skills.

b. Performance Management and Reporting

30%

The incumbent is the Mission's specialist on performance monitoring and reporting and leads the Mission to identify performance targets and data collection methods. In addition, the Job Holder is responsible for all reporting systems that relate to performance monitoring and data, ensuring that data are accurate, appropriate, and relevant. Responsibilities include, but are not limited to:

Manages the development and update of USAID/ES- ECAM's Performance Monitoring Plans (PMP) and provides guidance on the development of performance indicators, targets, and monitoring systems for all technical teams. This includes leading the development of strategic-level results and targets and the methods by which the Mission measures progress towards them.

1. Leads development and alignment of robust project- and activity-level M&E plans, including development of impactful performance indicators as well as realistic annual and quarterly targets. The incumbent ensures metrics are in alignment across

strategy, program, project, and activity levels which guide implementation and proper measurement of progress toward objectives.

2. Conducts periodic field visits to monitor IP activities in coordination with technical offices to assess progress, identifies and anticipates implementation problems, and works with technical officers and partners to make the most effective use of available program resources to obtain desired results.
3. Analyzes GIS data to inform activity monitoring and evaluation, program, and activity reporting. Works with technical offices to map program sites utilizing GIS technology to identify trends in programming and cross-cutting programming opportunities.
4. Leads the process of preparing all three annual performance management related reports: USAID/El Salvador bilateral, the CAM regional platform and CARSI. These reports include the PPR, the MEL sections of the MRR, CBJ, and others as needed.
5. Leads the MEL reporting process for the Root Causes Strategy and the Collaborative Migration Management Strategies and/or any other regional strategies managed by LAC or the USG which the Mission feeds into. Coordinates the preparation for annual Mission-wide strategic Portfolio Reviews for the bilateral and regional programs focusing on annual performance, identification of program and resource management and policy issues, results, lessons learned and strategies to adjust as needed, as well as determination of status of project and activity design related to MEL, monitoring and evaluation needs and other requirements to accomplish the annual foreign assistance objectives.

c. Program Management

20%

The incumbent serves as the alternate COR for the Mission's Monitoring, Evaluation, and Learning mechanism, and as the COR in the absence of another certified and experienced MEL Specialist. In this regard, the incumbent is responsible for the provision of technical guidance, management, and oversight of the MEL contractor and its performance in the absence of another COR. In addition to serving as COR or alternate COR for the Mission's MEL contract, the incumbent serves as COR of the Mission's CDCS Perception Survey and Hope Index as well as Activity Manager for one or more MEL related task/work orders, such as specific high-profile and/or innovative evaluations. The incumbent is responsible for the implementation of program management activities including, but not limited to:

1. Drafts task orders, activity design documentation, and Scopes of Work consistent with established USAID policies and regulations, including innovations and conceptualization of evaluations dealing with problems for which there is little precedent, ensuring synergies among cross-cutting program areas, requiring the

incumbent to interrelate pertinent subject matter with a broader spectrum of problems and issues.

2. Serves as Activity Manager for those important, high-profile evaluations and assessments that play a critical role supporting implementation of the Mission's CDCS and RDCS.
3. Serves as Activity Manager of specific studies managed outside the MEL contract and implemented by mechanism in Washingtons, such as the Digital Ecosystem Country Assessment or the Evaluation of the Scholarship program.
4. Serves as the main Mission POC for the Agency's new Development Information Solution (DIS), most notably for the performance monitoring and evaluation functions. The specialist manages all functionality, training, maintenance, reporting, and socialization related to DIS for the Mission. Also serves as a DIS resource to bilateral Missions in the region and ensure they have access to the required training and information for proper, efficient, and compliant utilization of the system. The incumbent leads Mission and IP training and socialization of the new system, acquaint USAID staff and IPs with their respective roles and responsibilities, and ensures high quality data is entered and utilized in a timely manner. Analyzes data from the Development Information System (DIS) and information with USAID staff, IPs, and other resource partners on adaptive management and program implementation approaches to achieve greater results. The Job Holder also maintains the system and liaises with USAID/Washington as needed to keep the Mission up to date and in compliance.
5. The Specialist coordinates responses to requests from USAID/Washington on program activities and summaries. The incumbent conducts research and collect resources and information to respond to on-going and emerging Mission information needs or special requests for assessing new areas of intervention, evaluating on-going program implementation, and prepares strategic and/or reporting documents. This may include the management of specially designed polling or other monitoring and evaluation work; and compilation and analyses of indicator data collected by external sources.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

A. Supervisory Relationship

1. **Supervision Received:** The incumbent reports directly to the USDH Team Lead who provides overall objectives and priorities, guidance, and suggested approaches, and will review completed reports and other assignments. However,

the incumbent is expected to function with a large degree of latitude and independence. The incumbent works independently but seeks advice and assistance as appropriate.

- 2. Supervision Exercised:** This position supervises one FSN Development Assistance Specialist, FSN-10.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of a bachelor's degree is required in a relevant field, such as public or business administration, political science, international development, statistics, or a closely related field. **(Copy of degree is required)**
- b. **Prior Work Experience:** A minimum of seven years of progressively responsible, job-related, professional monitoring and evaluation experience is required. Must have relevant experience in development programs and the private and/or public sector working to manage, implement, monitor, and evaluate a diverse set of activities. Specific experience in writing, conducting, and/or participating in evaluations is required. In addition, project management experience including statistical methods and field research experience is required. Experience must include quantitative and qualitative research methods, the analysis and interpretation of data, and the integration of data and analysis into the presentation of findings in clear succinct written and oral form. Experience in utilization of Geographical Information Systems (GIS) is required. It is required that the incumbent possess leadership experience.
- c. **Language Proficiency:** Level 4 (fluent) English and local language proficiency, both oral and written, is required. (This will be tested)
- d. **Job Knowledge:** The incumbent requires highly advanced knowledge of the principles and best practices for monitoring, implementation modalities, impact assessment, and evaluation of development programs. Advanced knowledge of M&E systems and different approaches to M&E implementation is required, as well as program planning, activity design, impact evaluations and MEL requirements. Broad understanding of issues related to international development and transition economies is required. Knowledge of bilateral and regional political, economic, and social environments is required. Strong understanding of the relationship between monitoring, evaluation, and the use of geographic information systems as an evidenced-based monitoring and decision-making tool is required. (This may be tested)

e. Skills and Abilities: (This may be tested)

- **Interpersonal Skills:** Ability to develop and maintain effective working relationships with all levels of Mission staff, senior government counterparts, private sector, civil society and non-governmental organizations, universities and think tanks, other donor counterparts and USG agencies at the Embassy and in Washington, in addition to staff in USAID-ES-CAM and the region. Regarding communication, this position requires versatile negotiating techniques and strong presentation and consensus-building skills. Speaks, writes, and listens effectively; tailors' language, tone, style, and format to match audience; able to explain rules and the rationale; excellent use of English in written and oral presentations. Regarding teamwork works collaboratively to achieve Agency, Mission, and RPO's goals; demonstrates respect and is willing to learn; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Professionalism:** Ability to apply complex rules and processes to a variety of situations with a view toward accomplishing program objectives and meeting the needs of stakeholders; keeps abreast of changes in MEL policies and Mission priorities and is able to adapt readily; shows persistence and remains calm in stressful situations; ability to monitor and evaluate complex development programs is required.
- **Analytical Thinking:** This position is required to use facts and available information to develop logical assumptions; the incumbent needs to recognize inconsistencies between facts and/or other data and draw correct inferences from information, analyze complex, qualitative and quantitative data from multiple sources and provide high quality, succinct written reports and tables, use data to measure the progress of complex multilateral programs, and to assess the impact of USAID programs and activities on development in El Salvador and the region. This position requires an expert understanding of MEL data and information collection, management, synthesis and integration into mapping environments, analysis of qualitative and quantitative data and the provision of high quality, succinct written reports.
- **Planning and Organization:** Possesses excellent managerial skills to coordinate and oversee the work of USAID staff, across the Mission and region, interagency colleagues, IPs, liaise with members of the US and El Salvadoran private sector, and independently manage analytical and special study activities and contractors/evaluation teams; crafts and rolls out the Mission's MEL and data plans, policies, and strategies. Skillfully identifies and manages priority tasks and issues; plans for risks and allows for contingencies; monitors and adjusts plans and actions as necessary; meets deadlines and achieves results with high quality; works effectively on multiple tasks under intense time pressure.

- **Computer and Software Skills:** Possesses highly advanced knowledge and skills needed to effectively use computers and office software such as the complete suite of Google office products, Microsoft Word, Excel, Power Point, e-mail and the internet to conduct extensive research; able to learn and use Agency specific software related to work area efficiently, including the Agency's Development Information Solution system, DIS; is able to master MEL related programs, databases, and tools including presentation material incorporating effective graphics. Capable of learning additional GIS or image processing software packages, and comfortable working with other, non-spatial, database systems. Solid understanding of MEL data/information collection, management, synthesis, and integration.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after an offeror is interviewed.

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

Prior Work Experience (40%)

Job Knowledge (30%)

Skills and Abilities (30%)

As assessed against the Technical Evaluation criteria, offerors who possess qualifications that exceed the minimum requirements may be awarded additional points/credit in the evaluation process.

3. The TEC will conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.
4. Before a final offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.
5. At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

1. Interested offerors for this position must complete and submit the following form or the offers will not be considered: **Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>
2. Offerors must submit the DS-174 form to ssvacancies@usaid.gov and clearly reference the solicitation number and Position Title on all offeror submitted documents.
3. **Offerors must submit a copy of the required degree.**
4. Offerors may submit any other documentation (e.g., cv, cover letter, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.

VII. TAXES

Locally employed staff are required to follow Mission policy and local labor law as described in the LCP.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCNPSC** award are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor —

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGES%20Regulations>
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International

Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov

6. FAR Provisions Incorporated by Reference

52.204-27 - PROHIBITION ON A BYTEDANCE COVERED APPLICATION - (JUN 2023)